

Position No. / Position Title

[FSN# 2012/04 \(T\) / Voucher Examiner \(PSU\)](#)

[FSN# 2012/04 / Voucher Examiner \(PSU\)](#)

[FSN# 2012/75 / Investigative Specialist](#)

[FSN# 2012/77 \(T\) / Computer Management Assistant \(Helpdesk\)](#)

[FSN# 2012/77 / Computer Management Assistant \(Helpdesk\)](#)

[FSN# 2012/85 \(T\) / Motor Pool Supervisor](#)

[FSN# 2012/85 / Motor Pool Supervisor](#)

[FSN# 2012/86 / Mail Clerk](#)

[FSN# 2012/84 / Supervisory Voucher Examiner](#)

[FSN# 2012/01 \(T\) / A.I.D. Project Management Specialist \(Malaria\)](#)

[FSN# 2012/01 / A.I.D. Project Management Specialist \(Malaria\)](#)

FSN# 2012/04 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: August 17, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

**** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: August 17, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/75

Investigative Specialist

OPEN TO: All Interested Candidates

POSITION: Investigative Specialist, FSN-10; FP-5 (Step 5 thru 14)

(Management may staff the employee at a developmental level, FSN-9 or FP-5 (Step 1 thru 4), depending on the qualifications of the selected candidate)

OPENING DATE: July 20, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigative Specialist in its U.S. Secret Service (USSS) located Millennia Building, Soi Laungsuan, Bangkok.

BASIC FUNCTION OF POSITION:

Conduct complex investigations in Thailand, Indonesia, Malaysia, Cambodia, Laos, Myanmar, Vietnam, East Timor and Singapore concerning criminal investigations regarding financial crimes, to include but not limited to counterfeit U.S. currency, credit card fraud, internet fraud and bank fraud. Maintain close liaison with high level government officials from the countries listed above. Conduct physical and advance protective functions throughout Thailand. Serve as an interpreter for USSS personnel, to include the translation of testimony in Thai criminal court.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement;
- (2) At least five years of progressively responsible experience in criminal, fraud, personnel security and/or counterintelligence investigations with police, military, or private agency in Thailand, or with a U.S. government agency;
- (3) Must be knowledgeable in protective techniques and is subject to the hazards associated with such assignments;

(4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must have a valid Thai driver's license (must provide a copy of valid Thai driver's license with application).

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/77 (T)

Computer Management Assistant (Helpdesk)

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant (Helpdesk), FSN-6; FP-8, Trainee

OPENING DATE: August 17, 2012

CLOSING DATE: August 30, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (Helpdesk) in its Information Resources Management Office/ Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Bachelor's Degree in Computer Science or a closely related field;
- (2) Two years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office 2007 products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel, and PowerPoint.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: August 30, 2012

FSN# 2012/77

Computer Management Assistant (Helpdesk)

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant (Helpdesk), FSN-7; FP-7

OPENING DATE: August 17, 2012

CLOSING DATE: August 30, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (Helpdesk) in its Information Resources Management Office/ Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Bachelor's Degree in Computer Science or a closely related field;
- (2) Three years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office 2007 products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel, and PowerPoint.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: August 30, 2012

FSN# 2012/85 (T)
Motor Pool Supervisor

OPEN TO: All Interested Candidates

POSITION: Motor Pool Supervisor, FSN-5; FP-9, Trainee

OPENING DATE: August 10, 2012

CLOSING DATE: August 23, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Motor Pool Supervisor in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees all aspects of motor pool management including scheduling of staff/vehicles (e.g. preparing duty and shift rosters), assigning and/or coordinating transportation to support the main office. Responsible to oversee, analyze and to maintain the record of vehicle and fuel used, makes recommendations for vehicle replacement and keeps the vehicles in good condition.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of high vocational education;
- (2) Two years experience in dispatching and fleet management, or transportation administration, or logistics management;
- (3) Level III (Good Working Knowledge) speaking/reading/writing of both written and spoken English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Basic automotive knowledge is required;

(5) General knowledge of personal computers and inherent associated software such as word processing, spreadsheets, e-mail and using the internet.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: August 23, 2012

FSN# 2012/85

Motor Pool Supervisor

OPEN TO: All Interested Candidates

POSITION: Motor Pool Supervisor, FSN-6; FP-8

OPENING DATE: August 10, 2012

CLOSING DATE: August 23, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Motor Pool Supervisor in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees all aspects of motor pool management including scheduling of staff/vehicles (e.g. preparing duty and shift rosters), assigning and/or coordinating transportation to support the main office. Responsible to oversee, analyze and to maintain the record of vehicle and fuel used, makes recommendations for vehicle replacement and keeps the vehicles in good condition.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of high vocational education;

(2) Two years experience in dispatching and fleet management, or transportation administration, or logistics management with at least one year of previous experience in supervisory level;

(3) Level III (Good Working Knowledge) speaking/reading/writing of both written and spoken English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);

(4) Basic automotive knowledge is required;

(5) General knowledge of personal computers and inherent associated software such as word processing, spreadsheets, e-mail and using the internet.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: August 23, 2012

FSN# 2012/86

Mail Clerk

OPEN TO: All Interested Candidates

POSITION: Mail Clerk, FSN-3; FP-BB

OPENING DATE: August 17, 2012

CLOSING DATE: August 30, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Mail Clerk in its Information Management/ Mailroom, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The jobholder is responsible for providing mail and pouch services to support all Embassy personnel. Duties include receiving and segregating mail, readdressing mail, maintaining records of all incoming accountable mail, dispatching and receiving daily pouches, operating franking machine, maintaining and being accountable for the mailroom inventory of Thai postage stamps. In addition, jobholder will be responsible for the inspection of all local Thai mail. This will be done within a restricted "secondary inspection area" to determine the presence of any dangerous or hazardous material.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of High school (Mathayom 6) or equivalent;
- (2) One year's experience in an office/clerical position;
- (3) Level 2 (limited knowledge) speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Must be able to operate standard office automation equipment and computer;
- (5) Must be physically able to lift heavy pouches.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: August 30, 2012

FSN# 2012/84

Supervisory Voucher Examiner

OPEN TO: Internal Candidates Only

POSITION: Supervisory Voucher Examiner, FSN-8; FP-6

OPENING DATE: August 10, 2012

CLOSING DATE: August 23, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Voucher Examiner in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

Supervise the output of the one of the three vouchering branches in the FMC, prepare and process Travel authorization and Travel voucher via E2, payment for all of State's Utilities (Electricity, Water, Cooking Gas and Phone) invoices, grants, and all allowances entitlement (Education, Temporary Quarter

Subsistence, Living Quarters, Transfer allowance and other related employee allowances), transportation, employee health & life insurance, American Employee Hospitalization, Post Language Program, Government Purchase Card, awards and payment to vendors for goods and services.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Accounting, Business Administration or Management;
- (2) Two years' progressively responsible experience in vouchering with at least one year of previous experience in supervisory level is required;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have a thorough understanding of Appropriation Laws, Standardized Regulations, employee travel entitlements, Fly America Act, Federal Travel Regulation (FTR);
- (5) Have through knowledge of 3FAM, 16FAM, 3FAH and 4FAH and E2.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: August 23, 2012

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled
